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ABSTRACT

Intended to be used by secretarial science students in a single skills laboratory, this operations manual for a dictaphone cassette contains step-by-step instructions and simple diagrams designed to be easily understood by students. (Two other learning modules designed for student use in a single skills laboratory and a report on the development and use of these materials are available as separate documents.) (BM)

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Dictaphone Cassette

An Individualized Model for a Differentiated Secretarial Single Skills Lab

ED147655

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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CE 014 279

An Individualized Model for a Differentiated Secretarial Single Skills Lab

Prepared by Elgin Community College through a grant from the U.S. Office of Education, (Vocational Education), Division of Research and Demonstration

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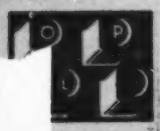
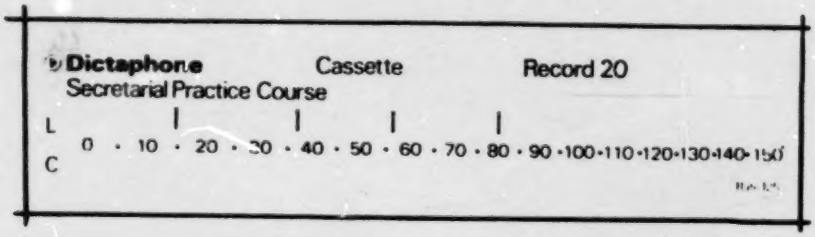


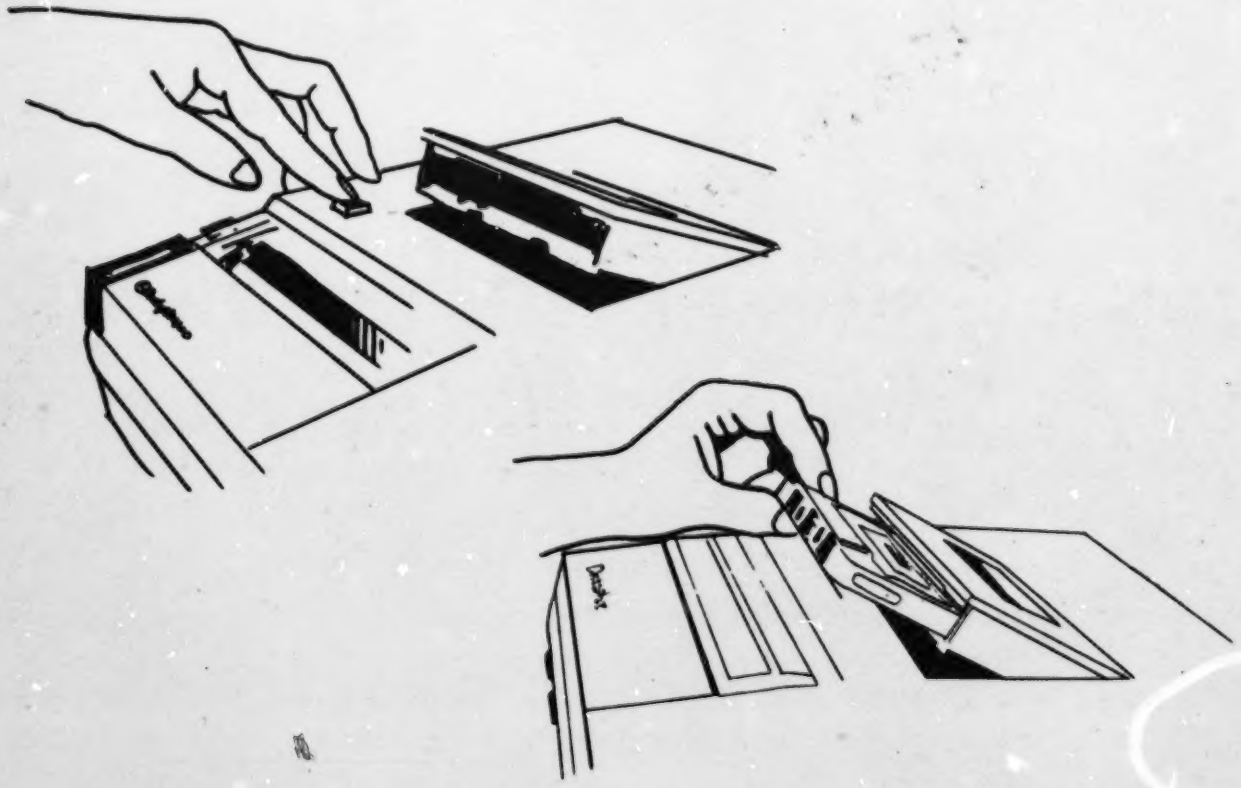
Transcription

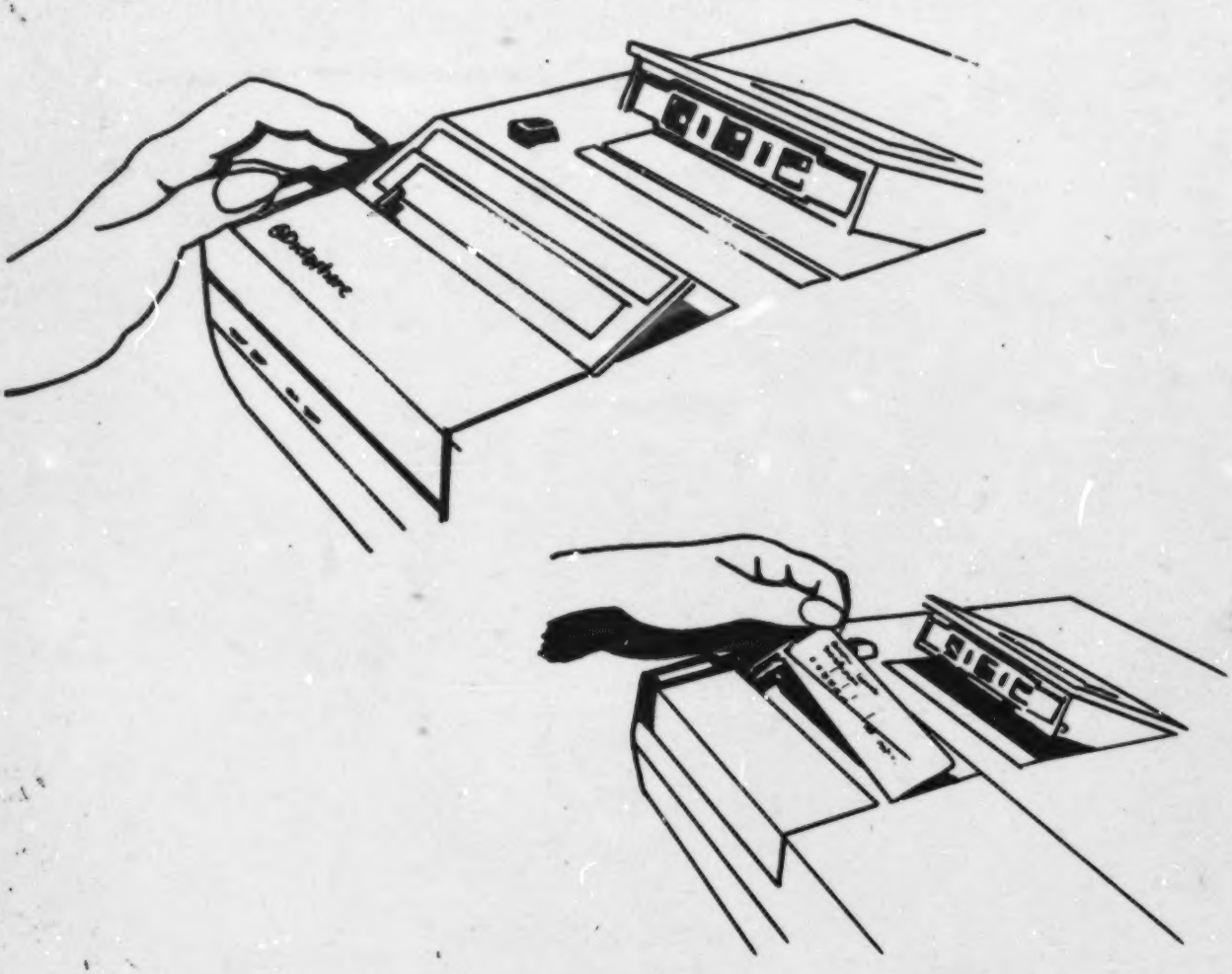


To begin transcription, choose a cassette and it's matching indicator slip .

To load the cassette, push the cassette eject button.

Insert the cassette TAPE SIDE OUT.

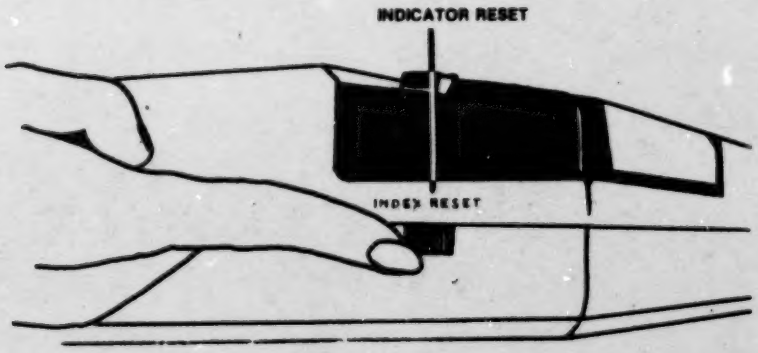


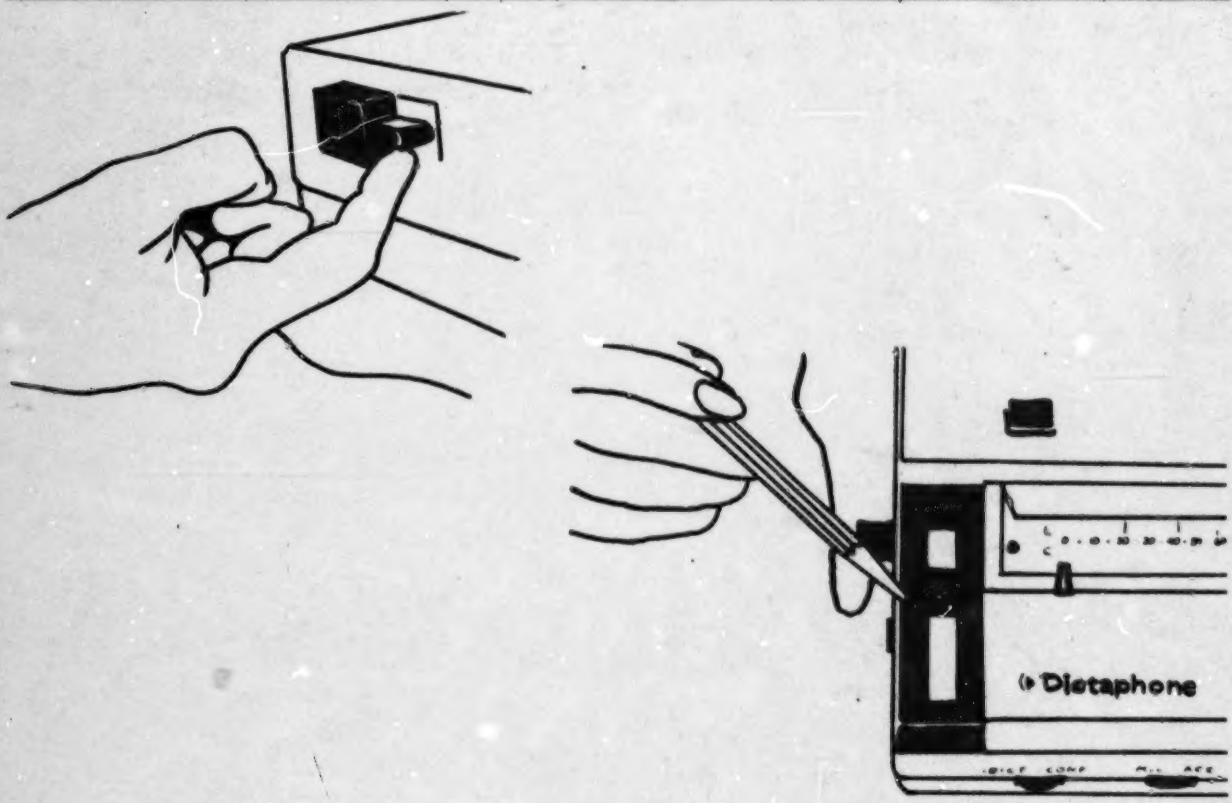


To load indicator slip, press the indicator slip eject button.

Position the indicator slip on the locator pins.

Slide the Indicator Reset forward to return the indicator to zero.





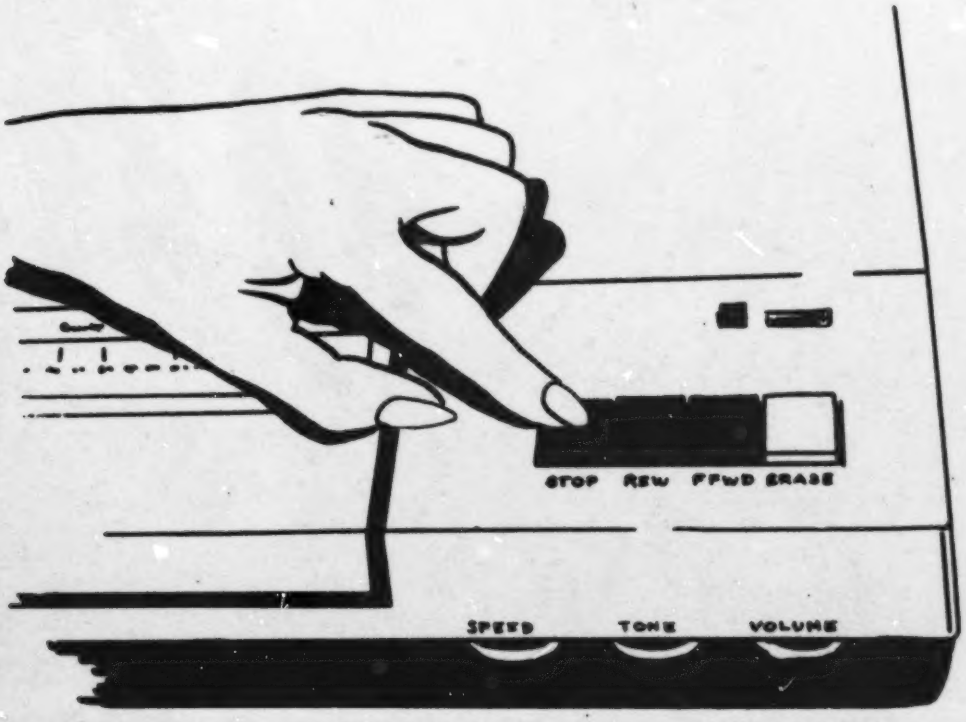
Move the on - off switch to the on position.

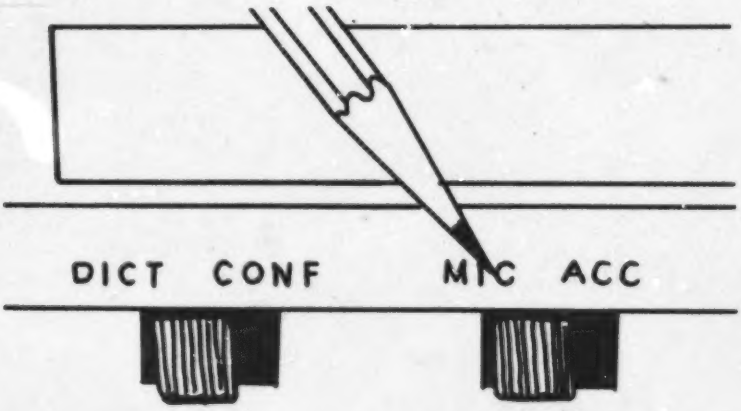
The on - off indicator lamp should come on. If it doesn't, check to see if the machine is plugged in.

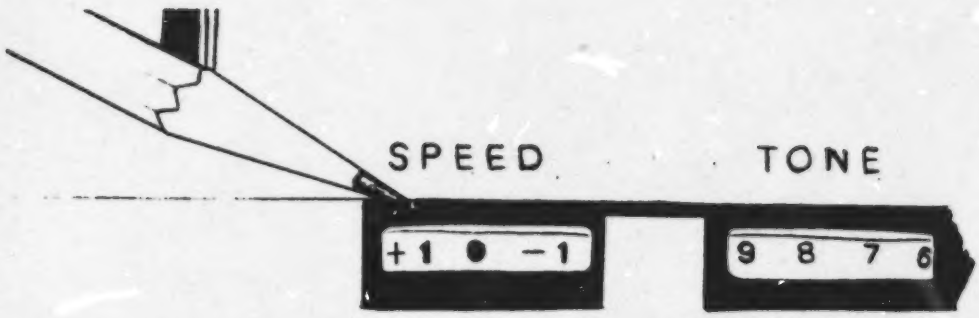
Check to see if the cassette has been rewound.

If the cassette is not rewound, depress the rewind button.

When the cassette is completely rewound, a tone will be heard. When you hear this tone, press the stop button.

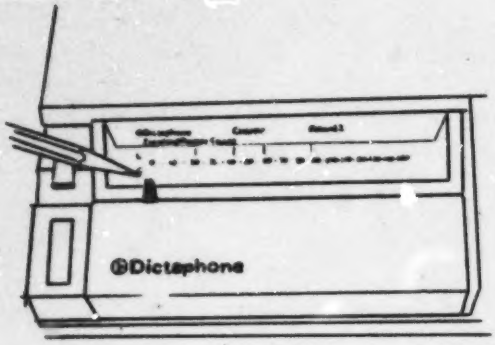


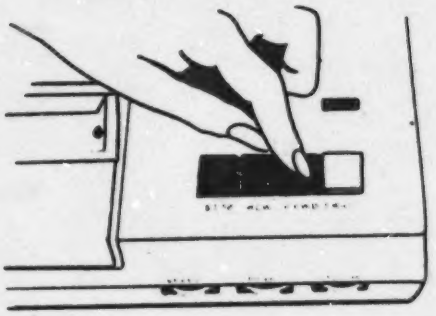




Check to make sure the Microphone Accessory Switch is in the microphone position.

Check to make sure the speed control is set at zero.

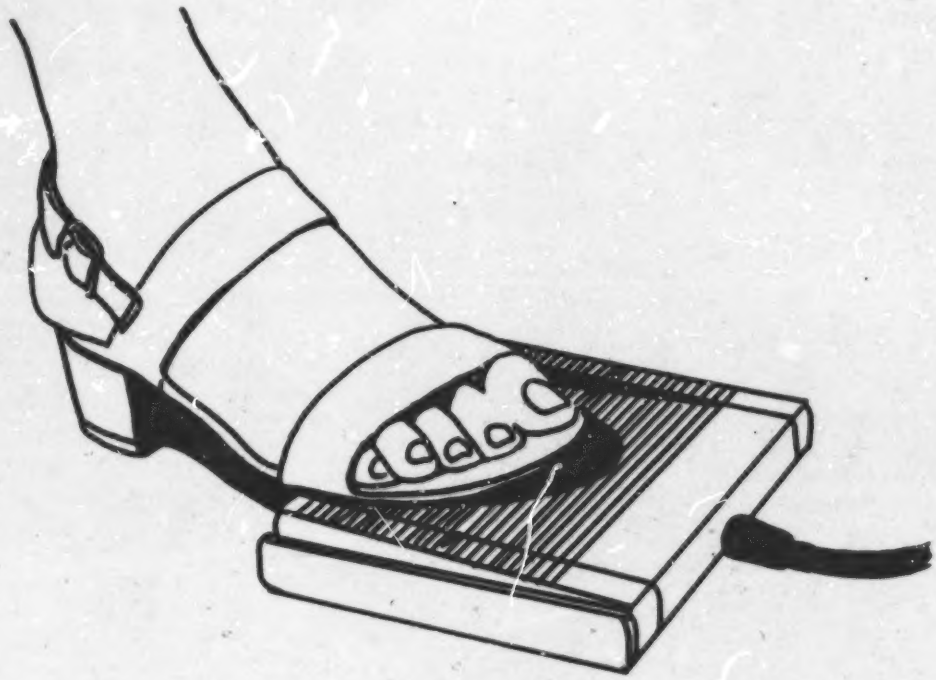




Before you begin to transcribe, check the index slip for any notations.

If special notations are indicated, push the fast forward button. An audible tone will sound when you reach the notation point.

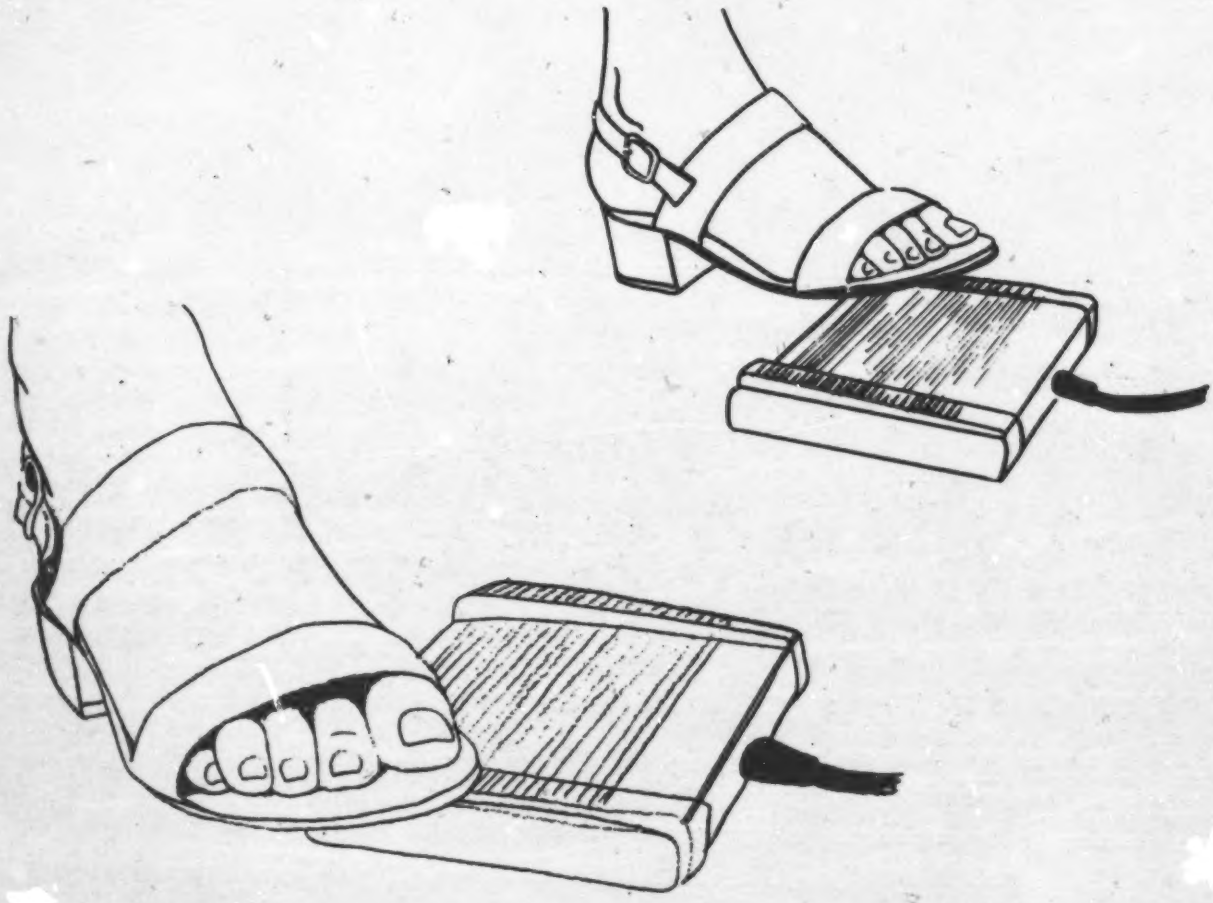
Play each special notation section. Then rewind.

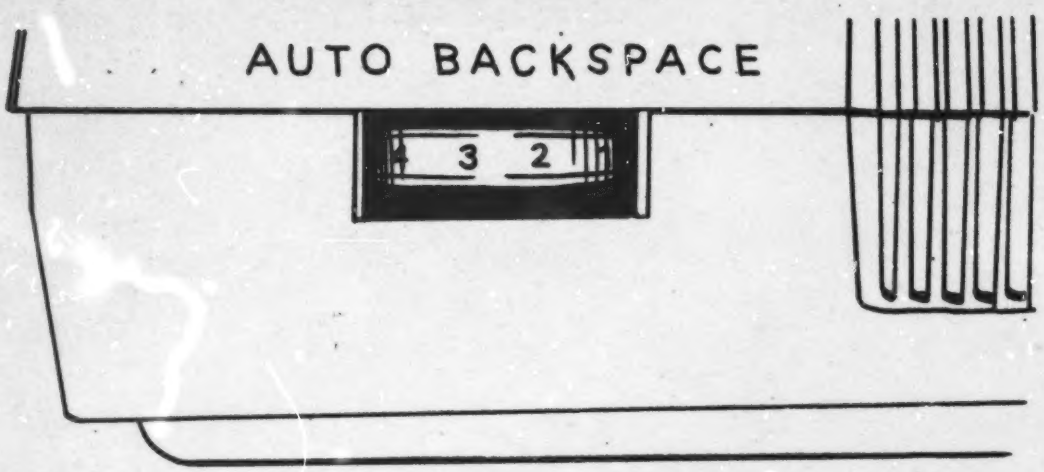


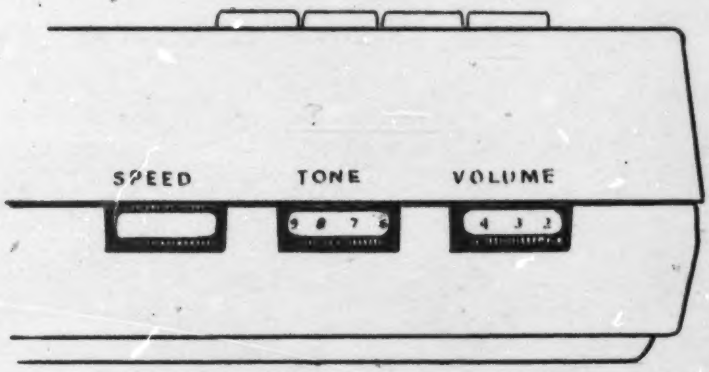
The foot pedal has 3 positions. In the center is the play position. Back spacing will automatically occur when the foot pedal is released. Unit may be set to recall 5 - 7 words.

The right side of the foot pedal will rewind the tape.

The left side of the foot pedal will fast - forward the tape.



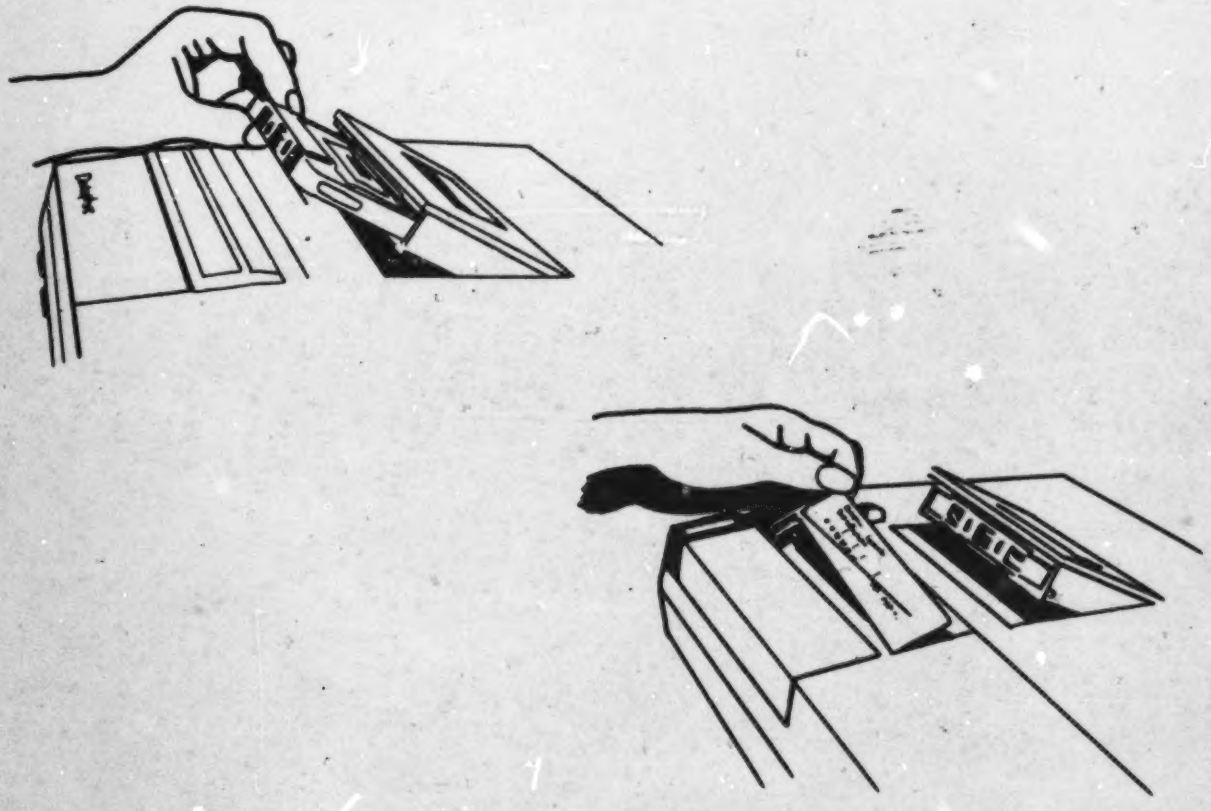




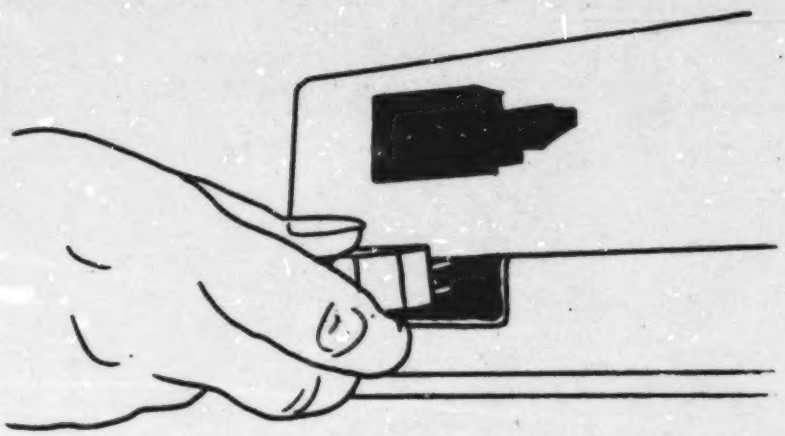
To set the amount of backspace, use the backspace control.

Set tone and volume controls to desired levels.

When you have finished the tape, rewind it, remove it from the cassette and remove the indicator slip.



Dictation

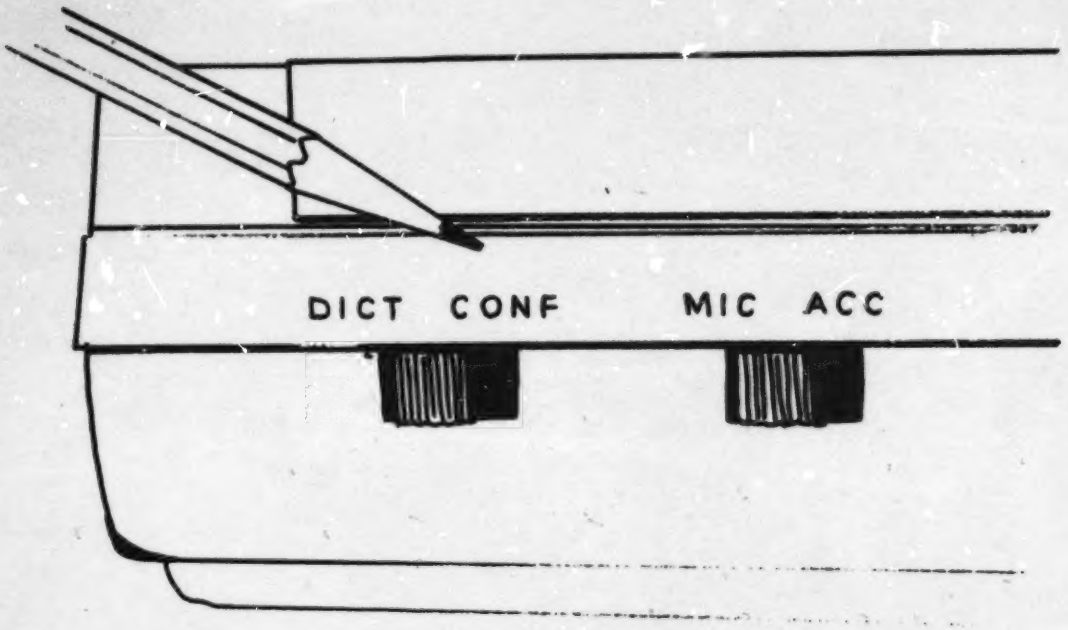


Remove the foot pedal plug from the machine . . .

and attach the microphone plug in its place.

Place a BLANK cassette in the cassette compartment.
(Refer to page 3)

Place BLANK indicator slip on locater pins.
(Refer to page 4)

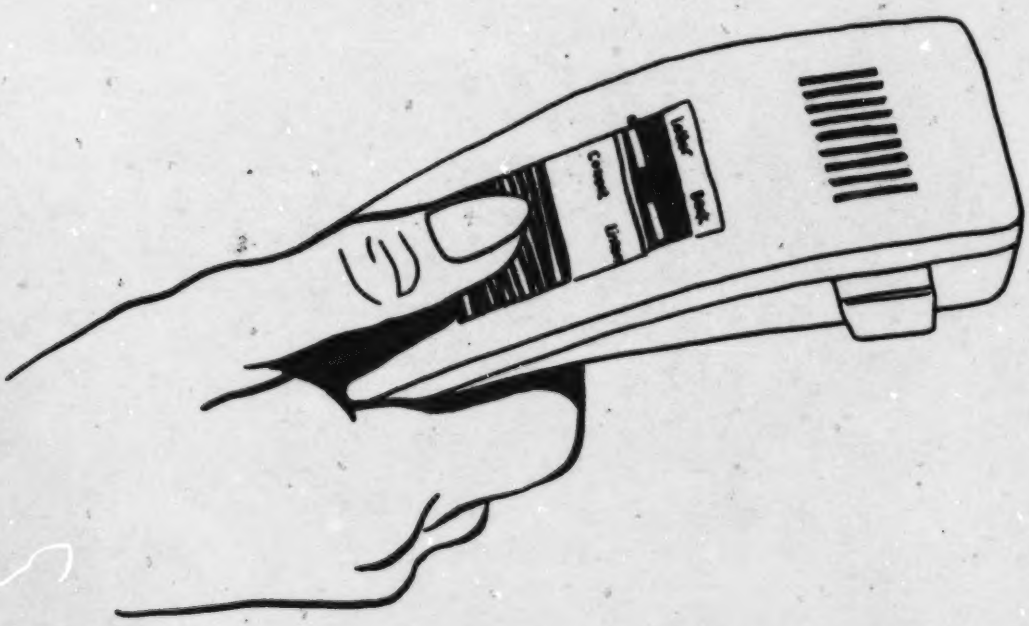


Check to make sure Index Indicator is on zero. (Refer to page 5)

Make sure the Dictate / Conference Control is in the DICT position and that the Microphone / Accessory switch is in the MIC position.

To record press the Stop / Start pad.

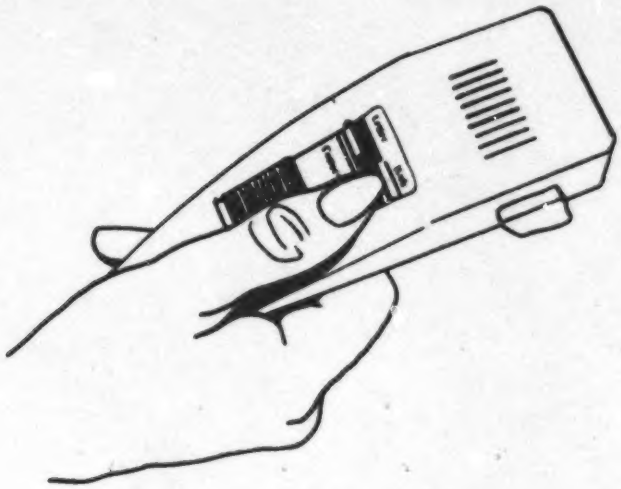
To stop recording release the Stop / Start pad.



To listen to the last few words you have said, first set the backspace control for the number of words you want to hear (you need only set this once) . . .

Then move the Back / Listen key to listen.

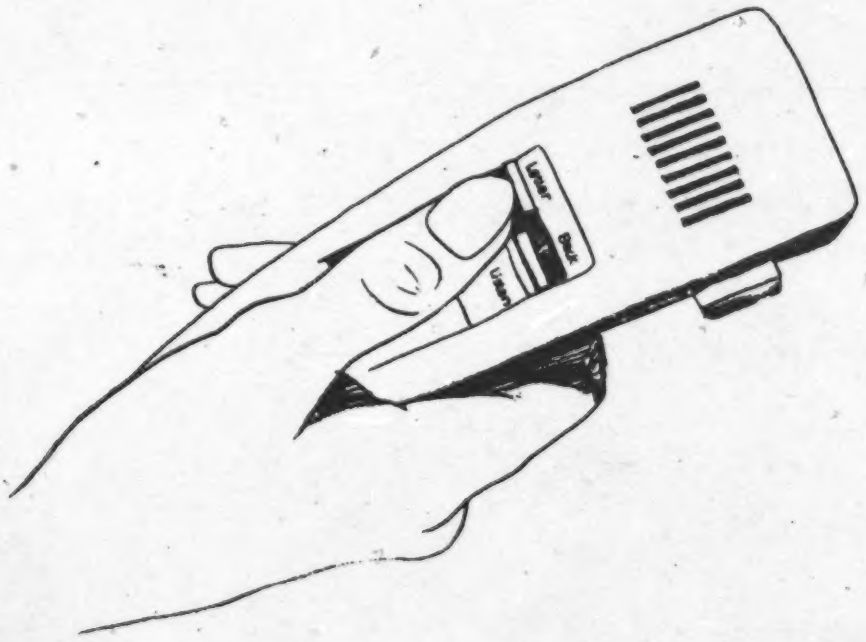
You will automatically hear the last few words you recorded.

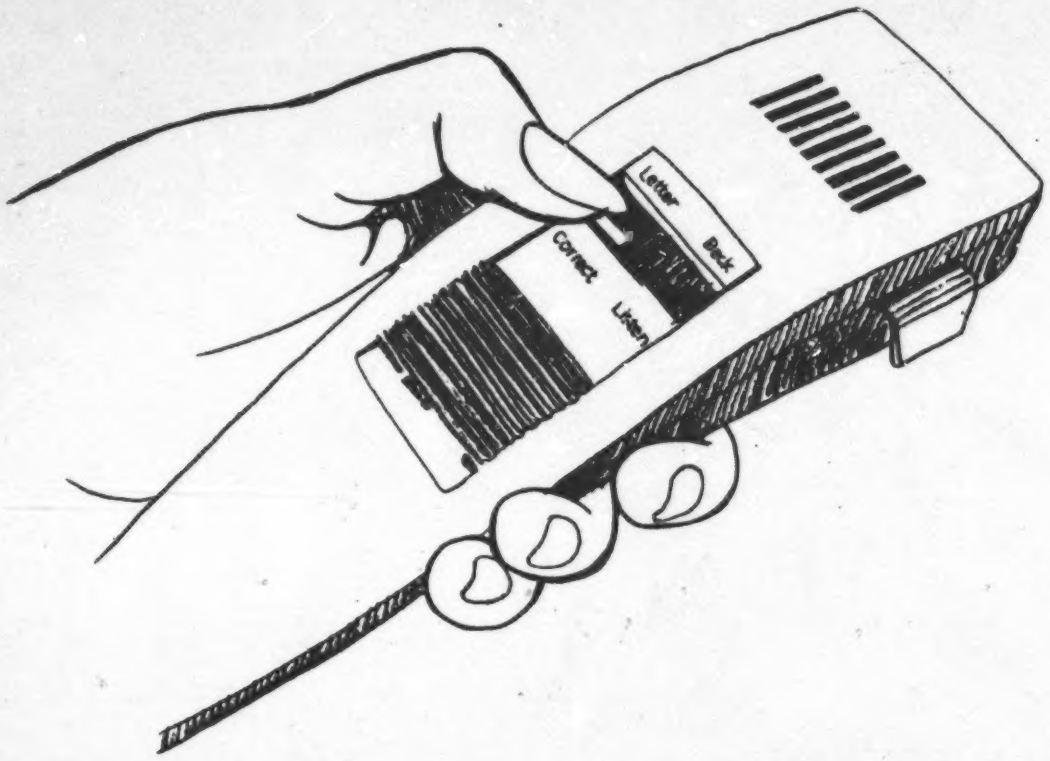


To go farther back in the tape, hold the Back / Listen switch in the back position.

To listen, hold the Back / Listen switch in the listen position.

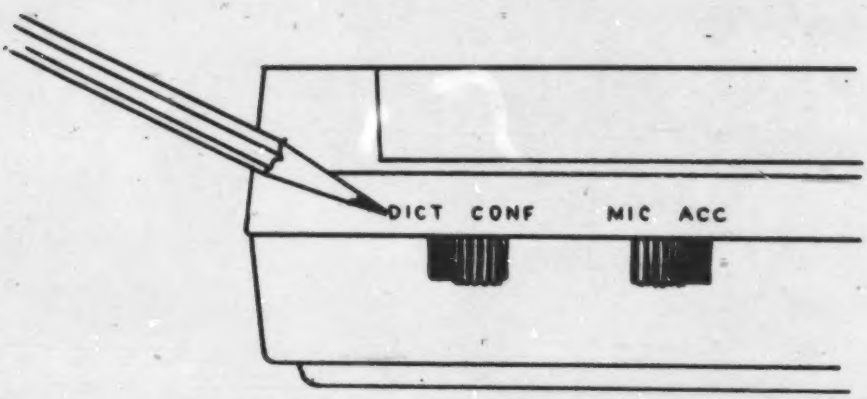
To indicate the end of a letter, move the Letter/Correct key to the letter position. This will place a mark on the letter side of the indicator slip.





To indicate a correction or some other information, move the Letter/Correct key to the Correct position. This will mark the indicator slip and put an audible tone on the tape.

If you should need to make a transcription of a group of people, move the Dictate / Conference switch to CONF. This changes the sensitivity of the mike.



When you have completed recording, do the following:

Remove the mike and replug the footswitch.

Remove the indicator slip. (See page 4)

Remove the cassette. (See page 3)

END

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